

BOARD OF COUNTY COMMISSIONERS
INTER-OFFICE MEMORANDUM

Date: July 30, 2003
To: Constitutional Officers
From: Parwez Alam, County Administrator *PA*
Subject: 2004 Holiday Schedule

Attached is the 2004 holiday schedule established by Chief Judge Charles A. Francis for the Second Judicial Circuit (Attachment #1). The 2004 holiday schedule established by the Chief Judge provides for a total of twelve (12) paid holidays which include Good Friday and Rosh Hashanah. A discretionary day is observed on the Friday following New Year's Day in 2004 (January 2, 2004). In addition, since the New Year's Day holiday in 2005 is on a Saturday, the holiday is being observed on Friday, December 31, 2004.

The current 2003 holiday schedule also provides for a total of (12) twelve paid holidays, however, the Yom Kippur holiday is observed rather than Rosh Hashanah. For 2004, both holidays are observed during the month of September (Rosh Hashanah - September 16, 2004, and Yom Kippur - September 25, 2004).

An agenda item will be taken to the County Commission in September to establish the 2004 holiday schedule for Board employees. In an effort to coordinate with the Constitutional Officers and attempt to develop a holiday schedule that allows for all public services to be provided in the Courthouse facility on the same days, please review the attached holiday schedule for the Second Judicial Circuit and advise in writing if you will be following this schedule, or recommend some modified version of this schedule for 2004.

This information will be reviewed and provided to the Board, along with a staff recommendation for the 2004 holiday schedule for Board employees. A copy of the 2003 holiday schedule for the Board of County Commissioners, State of Florida, and the City of Tallahassee has been included for your review (Attachment #2). Both the State of Florida and the City of Tallahassee will observe nine (9) paid holidays in 2003.

Please send your responses to Lillian Bennett, Assistant to the County Administrator, by August 20, 2003. Should you have any questions, please contact Lillian or myself at 488-9962 or e-mail at lillianb@mail.co.leon.fl.us.

Inter-Office Memorandum
Constitutional Officers
July 30, 2003
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Attachments:

#1 - 2004 Holiday Schedule Second Judicial Circuit

#2 - 2003 Holiday Schedule (Board of County Commissioners, State of Florida, and City of Tallahassee)

cc: Charles A. Francis, Chief Judge
Willie Meggs, State Attorney
Nancy Daniels, Public Defender
Marilyn Rett, Judicial Assistant
Scott Bakotic, LCSO
Kathy Doolin, Property Appraiser's Office
John Stott, Clerk of Court Office
Barry Brooks, Tax Collector's Office
Janet Olin, Supervisor of Elections Office
Lillian Bennett, Assistant to the County Administrator
Traci Reed, Director of Human Resources

OFFICE OF
CHARLES A. FRANCIS
CHIEF JUDGE
SECOND JUDICIAL CIRCUIT

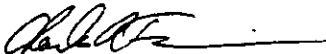
MARILYN RETT
JUDICIAL ASSISTANT
PHONE: (850) 577-4306
FAX: (850) 922-0327



LEON COUNTY COURTHOUSE
301 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32301

MEMORANDUM

TO: All Circuit and County Court Judges and Judicial Assistants

FROM: Charles A. Francis, Chief Judge 

DATE: July 7, 2003

SUBJECT: 2004 Court Holiday Schedule

Court holidays for calendar year 2004 are as follows:

New Year's Day	Thursday, January 1, 2004
Friday after New Year's Day (Discretionary Holiday)	Friday, January 2, 2004
Martin Luther King Jr.'s Birthday	Monday, January 19, 2004
Good Friday	Friday, April 9, 2004
Memorial Day	Monday, May 31, 2004
Independence Day Observed	Monday, July 5, 2004
Labor Day	Monday, September 6, 2004
Rosh Hashanah	Thursday, September 16, 2004
Veteran's Day	Thursday, November 11, 2004
Thanksgiving Day	Thursday, November 25, 2004
Friday after Thanksgiving Day	Friday, November 26, 2004
Christmas Observed	Friday, December 24, 2004
New Year's Observed	Friday, December 31, 2004


cc: All Clerks, 2nd Judicial Circuit
All County Administrator's, 2nd Judicial Circuit
All Court Staff, 2nd Judicial Circuit
All Sheriff's, 2nd Judicial Circuit
Nancy Daniels, Public Defender
Willie Meggs, State Attorney

BOARD OF COUNTY COMMISSIONERS RECEIVED BY

JAN 17 2003

LEON COUNTY
HUMAN RESOURCES

MEMORANDUM

DATE: January 7, 2003
TO: All Board of County Commission Employees
FROM: Parwez Alam, County Administrator 
SUBJECT: 2003 Holiday Schedule

The schedule below reflects the holiday schedule for 2003, and will be observed by all Board employees.

New Year's Day	Wednesday, January 1, 2003
Martin Luther King Jr. Day	Monday, January 20, 2003
Good Friday	Friday, April 18, 2003
Memorial Day	Monday, May 26, 2003
Independence Day	Friday, July 4, 2003
Labor Day	Monday, September 1, 2003
Yom Kippur	Monday, October 6, 2003
Veteran's Day	Tuesday, November 11, 2003
Thanksgiving Day	Thursday, November 27, 2003
Friday After Thanksgiving	Friday, November 28, 2003
Christmas	Thursday, December 25, 2003
Day after Christmas	Friday, December 26, 2003
New Year's Day	Thursday, January 1, 2004

PA/tsr

cc: Board of County Commissioners
Constitutional Officers



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2003 Holiday Schedule

Florida Statute 110.117 Paid Holidays.--

The following holidays are observed as paid holidays by state agencies:

- **New Year's Day** - January 1, 2003
- **Birthday of Martin Luther King, Jr.** - January 20, 2003
- **Memorial Day** - May 26, 2003
- **Independence Day** - July 4, 2003
- **Labor Day** - September 1, 2003
- **Veterans' Day Observance** - November 11, 2003
- **Thanksgiving Day and the Friday After Thanksgiving** - November 27-28, 2003
- **Christmas Day** - December 25, 2003

If any of these holidays fall on Saturday, the preceding Friday is observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday.

Full-time employees are entitled to one personal holiday each year. Personal holidays are credited to eligible employees on July 1, and must be taken by the employee by June 30 of each year.

Section 110.117, Florida Statutes

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Holiday Calendar

Date	Holiday	Service Offered
Jan. 1, 2003	New Year's Day	Sunday Schedule
Jan. 20, 2003	Martin Luther King, Jr. Day	Saturday Schedule
May 26, 2003	Memorial Day	Modified Sunday Schedule
July 4, 2003	Independence Day	Sunday Schedule
Sept. 1, 2003	Labor Day	Sunday Schedule
Nov. 11, 2003	Vererans' Day	Saturday Schedule
Nov. 27, 2003	Thanksgiving Day	No Service
Nov. 28, 2003	Day after Thanksgiving	Saturday Schedule
Dec. 25, 2003	Christmas Day	No Service

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